

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 35-74

30 October 1974

TO : All Training Officers of the Agency

SUBJECT: Agency Sponsorship at Local Colleges and
Universities:1975 Spring Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1975 Spring Semester, except for the Agency Off-Campus Program, should follow the schedule outlined below.

6 December 1974, Friday: Form 136, "Request for Training at Non-Agency Facility," is due in OTR, Room 1036, Chamber of Commerce Building, if a tuition advance is desired. Requests received after 6 December will be handled on a reimbursement basis after approval by OTR and upon the submission of a tuition receipt and Form 264, "Request for Reimbursement." All reimbursements must be approved and certified by the Office of Training.

7 January 1975, Tuesday: Tuition advances will be disbursed in Room 1E-78 Headquarters, between 1330 and 1530 hours. Accounting instructions will be given at this time.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed (e.g., objective, cover status, approving signatures, certification of funds, entrance-on-duty date, etc. Also indicate whether employee is a graduate, undergraduate, or special student, and where applicable, resident or non-resident of State).

Questions on the above may be directed to the OTR Registrar's office, extension

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NOTE: Since registration dates for Federal City College, Northern Virginia Community College, and U.S.D.A. Graduate School are prior to the tuition advance date, requests for courses at these colleges will be handled separately.

(Over, please)

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1975 Spring Semester

SCHEDULE--WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>		
On Campus	17-18 Jan.	20 Jan.
Off-Campus (Consult Off-Campus Schedule)	17-18 Jan.	20 Jan.
<u>Catholic University</u>	8-11 Jan.	13 Jan.
<u>Federal City College</u>	25 Nov.-6 Dec.	6 Jan.
<u>George Mason University</u>	15-16 Jan.	20 Jan.
<u>George Washington University</u>		
On Campus	10-12 Jan.	14 Jan.
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Georgetown University</u>	13-14 Jan.	15 Jan.
<u>Howard University</u>	9-10 Jan.	13 Jan.
<u>Montgomery College</u>	14-16 Jan.	20 Jan.
<u>Northern Virginia Community College</u>	2-3 Jan.	6 Jan.
<u>Prince George's Community College</u>	16 Jan.	20 Jan.
<u>University of Maryland</u>		
On Campus	13-14 Jan.	16 Jan.
Evening Session	13-17 Jan.	18 Jan.
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
(Northern Virginia Regional Center)	8-22 Jan.	27 Jan.
Agency Off-Campus Program	8-9 Jan.	27 Jan.
<u>U.S.D.A. Graduate School</u>	4-8 Jan.	9 Jan.

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